

OFFICE OF TRAINING

OTR NOTICE
NO. 11-55

6 June 1955

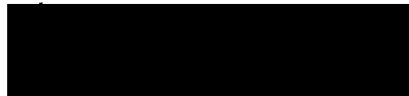
SUBJECT: Reporting Part-time External Training

REFERENCES: (a) OTR Regulation 20-5, Promotion Recommendations,
dated 31 March 1954
(b) OTR Regulation 20-7, Individual Career Development
Plans, dated 14 October 1954

1. In the review of personnel records in connection with promotions and career planning, it has become obvious that the Personnel Section does not have all the required information concerning training completed by OTR employees. This may result in inequities to certain persons.

2. To correct this situation, OTR employees should inform the Personnel Section of all external training, whether Agency or self-sponsored, which they completed since 1 January 1954. In the future, completed courses will be reported yearly and submitted with the Fitness Report.

3. Employees should include the name of the school, course title and level (graduate or under-graduate), and hours of credit. This information should be reported in two copies, one of which will be kept by the Personnel Section and the other forwarded to the Official File in the Office of Personnel.



MATTHEW BAIRD
Director of Training

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Distribution: All OTR Employees

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.